



**Code: 1311**

Family: Human Resources

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Personnel

## **CLASS TITLE: ASSOCIATE CLASSIFICATION AND COMPENSATION ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs professional human resource work in the area of job analysis and evaluation and compensation to administer the City's Classification and Pay Plan, and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts job analysis by performing position classification audits of new, encumbered and vacant positions/ jobs to evaluate job content and related factors for appropriateness of classification and/or level of compensation
- Researches and analyzes data regarding job duties and responsibilities, organizational and position structures and related information as part of the evaluation process
- Prepares detailed reports to summarize audit findings and makes recommendations for the classification of new and existing positions using standard methods of job evaluation
- Writes job descriptions / class specifications based on job analysis, providing information on job duties and responsibilities, job qualifications and other requirements for class titles within the City's Classification and Pay Plan
- Participates in conducting and responding to compensation, salary and benefits surveys, matching jobs and providing appropriate salary and benefits information
- Uses Excel software in the analysis and presentation of compensation data in various formats, applying compensation principles and evaluation methods
- Works with senior level staff in reviewing and analyzing compensation data and preparing recommendations for compensation and pay levels for class titles and individual positions
- Advises departmental personnel liaisons and managers on issues relating to classification and compensation of positions within their organization
- Testifies at union arbitration hearings to validate and justify classification audit findings
- Works with senior level staff in conducting organizational and classification studies and making recommendations to improve the management of human resources and the continuous administration of the City's Classification and Pay Plan
- Prepares various reports on the status of work and productivity for use by management

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree.
- Previous work experience in human resources, compensation or job analysis highly desirable

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Knowledge of:

- various job evaluation methods including the position classification method
- research and job interviewing methods and techniques associated with job analysis
- writing methods and techniques for report writing
- applicable department policies, procedures, rules, and regulations
- compensation practices and procedures
- human resource policies and procedures

Some knowledge of:

- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- INTERPERSONAL SKILLS – Build internal and external work relationships

**Abilities**

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand

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- WRITE – Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\*May be required at entry.

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City of Chicago  
Department of Human Resources  
July, 2012